

Spring 2011 Minutes
Western Council of State Libraries
April 27, 2011
Austin, TX

Members present:

AK- Linda Thibodeau
AR – Carolyn Ashcraft
AZ – Janet Fisher
CA – Stacy Aldrich
CO – Gene Hainer
HI – Richard Burns
IA – Mary Wegner
ID – Ann Joslin
KS – Jo Budler
MO – Margaret Conroy
ND – Hulen Bivins
NE – Rod Wagner
NV – Daphne DeLeon
OK – Susan McVey
OR – Jim Scheppke
TX – Peggy Rudd
WA – Rand Simmons
WY – Lesley Boughton

Guests: Charles Cason, Chief Financial Officer, Amigos Library Services.

President Joslin called the meeting to order at 8:35 am and welcomed new members and guests: Hulen Bivins, North Dakota State Librarian, Janet Fischer, Arizona Acting State Librarian and Charles Cason, CFO for Amigos Library Services. President Joslin also reviewed the meeting agenda and called for additional agenda items. None were proposed.

Minutes from Fall 2010 Meeting:

The Fall 2010, October 28, 2010, meeting minutes were accepted as presented.

Motion: Peggy Rudd

Second: Susan McVey

Treasurer's Report:

Hainer reported that the transition for fiscal agent services from BCR to Amigos was smooth. Charles Cason has been available for consultation and worked with Hainer to produce the following financial reports.

Handout A – Statement of Financial Position March 31, 2011 and December 31, 2010

Handout B - State of Activities March 31, 2011 and December 31, 2010

Handout C - Summary Financial Positions March 31, 2011 and December 31, 2010

Handout D – Proposed FY11-12 Budget

Handout E – Professional Development Exchanges, FY10-11

Discussion regarding the professional development exchanges was conducted. Members stated differing interpretations of the current policy (updated in 2008). The policy was reviewed:

- An exchange can be split between 2 staff members to attend one event for maximum costs of \$500 per individual.
- A maximum of 2 exchanges can be used by 1 staff member to attend one event for a maximum cost of \$2,000.
- Unused balances will revert to the Western Council general account.

Members expressed concerns regarding policy flexibility that would allow members to maximize their use of the professional development exchanges. President Joslin proposed that the discussion be continued at the Fall 2011 meeting.

Hainer reviewed the reports, noted which figures were projections and that the organization was in the “black”. It was also noted that the accounting for the tribal grant is separate from the operating budget and that revenue and expenditures are parallel with a zero impact on the bottom line. Susan McVey discussed the tribal grant in more detail under Old Business.

FY2011-12 Proposed Budget

The proposed FY2011-12 budget was approved with the caveat that the financial services fee would be revised to reflect the newly negotiated annual fee.

Motion: Jim Scheppke

Second: Peggy Rudd

President’s Report:

The contract with Amigos Library Services expires June 30, 2011. Negotiations are being conducted. Amigos proposed a \$4,000 increase for FY2011-12. The executive committee asked Amigos to submit a breakdown of costs for the following tasks: general fiscal management, grant fiscal management, meeting coordination and web hosting. Joslin will report back to the membership and the Treasurer to adjust the FY2011-12 budget accordingly.

Election

Peggy Rudd, chair of the nomination committee acknowledged the work of fellow committee members: Jim Scheppke and Mary Wegner. The slate of nominees was presented:

Gene Hainer, CO – Treasurer (2011-2014)

Daphne DeLeon, NV – Secretary (2011-2013)

Approved by acclamation

Old business

Policies – Leslie Boughton, Margaret Conroy, Gene Hainer

Policies were discussed and draft revisions reviewed and amended as appropriate. DeLeon and Rudd agreed to draft a records retention policy for Western Council and present to Council for approval at the Fall 2011 meeting.

Revised policies will be brought for final approval at the Fall 2011 meeting.

Library statistics program – Peggy Rudd

Rudd discussed the IMLS developed options to handle the annual Public Library and SLA surveys. Because of budget constraints IMLS is not able to continue to have both surveys conducted by the US Census Bureau annually. Members discussed the importance of having the US Census Bureau continue to conduct the SLA survey and the Public Library survey. Relevance of the SLA survey questions was discussed and the possible transition to an every other year cycle for the SLA survey with a revision of questions. Members voted to send a letter to IMLS to support the use of the US Census Bureau in future to conduct both the Public Library and SLA surveys. The Public Library survey would be conducted annually and the SLA would switch to an every other year cycle.

Transforming Life After 50 – Jim Scheppke, Stacey Aldrich

Scheppke provided a brief project update and re-stated that the project team is willingly to help states that want to develop a grant proposal to replicate this project in their states.

Library development staff workshop – Ann Joslin

Conroy reported that Barbara Reading is able to co-coordinate a Library Development staff CE event. Rand Simmons (WA) suggested that his staff person would be willing to assist in this. He will check and get back to Conroy.

Boughton suggested holding the CE event right before the 2012 Public Libraries Association meeting in Philadelphia, PA and possibly provide support for participants to attend the PLA conference.

Additional information regarding content and projected costs will be developed and brought before members at the Fall 2011 meeting.

Tribal grant – Susan McVey

McVey reported that the project was “winding down”. All project records have been compiled and are currently housed at the Amigos offices. Oklahoma State Library and Archives was awarded an IMLS

grant to continue this project. McVey also reported that a Native American group was forming and would continue these meetings past the end of the Oklahoma project.

Fall 2011 meeting arrangements – October 27, Santa Fe

Joslin asked members about the desire to have a slightly longer meeting in Santa Fe (8AM – 2PM). This would allow members more time to fully discuss agenda items. Members agreed more time for discussion would be beneficial but noted that a longer meeting could result in the need for an additional night's lodging.

Western Council will pay for the following travel expenses: airfare, ground transportation, one night's lodging (including internet access fee if applicable) and meals that are not arranged by Western Council. Amigos will direct-bill whenever possible.

New business

Program Reserve Options task force report – Gene Hainer

See discussion above regarding CE Committee for Library Development staff

Digital Public Library of America - Peggy Rudd

Rudd serves on the Digital Public Library of America governing board. She reported the project is in its initial phases and discussions are revolving around the scope of the project. Members discussed the possible confusion regarding the relationship of this entity and public libraries nationwide for the public. Members agreed to have a letter sent to the chair of the project to consider the removal of the word "Public" as a remedy.

FY2011-12 membership dues – Gene Hainer

Membership dues will remain at \$3,000/year. Amigos will begin the billing process in Summer 2011. Membership will include one staff exchange.

CE committee – Ann Joslin

Joslin expressed her gratitude to Margaret Conroy and Peggy Rudd for assistance in planning the CE event for the 2011 Spring meeting. She noted that their assistance was extremely helpful. For the Spring 2012 meeting Conroy will chair the CE committee. Stacey Aldrich and Peggy Rudd volunteered to assist in the planning.

Spring 2012 meeting location and dates

Des Moines, IA. Dates to be determined.

Fall 2012 meeting location and dates (COSLA @ Kentucky)

Membership discussed the possibility of continuing to hold the annual Fall meeting in conjunction with the Fall COSLA meeting. Members noted that this facilitated their ability to attend these meetings. Members agreed to hold the Fall 2012 meeting in conjunction with the 2012 Fall COSLA meeting in Kentucky. A firm date will be identified as soon as the COSLA dates are established.

12:00 Meeting was Adjourned

Ann Joslin

Ann Joslin, President

4 Nov 2011

Date

Daphne O. DeLeon

Daphne O. DeLeon, Secretary

11/04/2011

Date